



GemLife/ Resort Managers Meeting

Resort: Pacific Paradise

Date: 27th November

Location: Clubhouse Boardroom at 9am.

Homeowner Committee members: John Harvey (HOC Chairperson), Mary Earnshaw (HOC Secretary).

Resort Managers (RM): Lana Reid, Tim Moore

John Harvey opened the Meeting at 08.50am

Agenda Items	HOC Comments	Resort Manager Comments	Follow up Comments
Residents Workshop	<p>Two committee persons have been formally inducted.</p> <p>Electrical works have been completed.</p> <p>Request for additional front door key.</p> <p>Test & Tag of GemLife equipment</p> <p>Placarding of GemLife equipment.</p> <p>Soap dispenser not working.</p> <p>Remote for the roller door (timber wall needs to be removed).</p> <p>Request for gardeners storeroom to be handed to Workshop.</p> <p>Removal of gardening equipment from workshop area.</p> <p>Suggest the use of shed in garden area.</p>	<p>Committee persons will need to be inducted by GemLife safety division if they are to conduct resident's inductions.</p> <p>Additional front door key is being organised.</p> <p>Test & Tag of GemLife equipment is being organised.</p> <p>GemLife equipment will be placarded accordingly.</p> <p>Soap dispenser will be repaired.</p> <p>Will be actioned when staff are available to undertake works.</p> <p>Denied, as this room is required for equipment storage not only gardening equipment</p> <p>Denied, as there is no other storage available</p> <p>Denied, as this shed is full of irrigation equipment and fertiliser for the irrigation system.</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Ongoing</p> <p>Ongoing until gardeners shed is in place.</p> <p>Ongoing until gardeners shed is in place.</p> <p>Ongoing until gardeners shed is in place.</p>



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Gardeners Workshop	Update please.	Currently with Commercial construction and design team.	Ongoing
Shelter for Shuttle and Buggy.	Update please.	This will be a consideration in the construction for the new gardening shed.	Ongoing
Construction of Green space area.	Dog run has been handed over to residents. Thank you. Update as to completion date for the green space.	Green space nearing completion. Aiming for completion before Christmas.	Closed Ongoing
Request for Bench Seating in Lawn Bowls area.	Update please.	It is envisaged bench seating will be installed early December.	Ongoing
Completion and aesthetics of battery storage areas.	Update please.	When the battery system is ready for commissioning, Prospecta will hold a residents forum. RM will advise residents accordingly .	Ongoing
Incomplete Civil Works Western Boundary	Update please.	Works currently in progress and three quarters of the aesthetics works has been completed. Emergency gate works will commence in the New Year.	Ongoing
Pungent smell and flying insects in the kitchen.	Update please.	Plumber has attended to rectify potential issues with the sewerage and Flick Pest Control will attend in regard to the insect infestation. Will advise HOC when all issues have been addressed.	Ongoing
Dislodged mosaic tile pieces in four places in the walkway running north/south through stage one in Opal, Onyx and Ruby avenues.	Any further update the HOC can take to residents?	This concern should be addressed to the Park Manager and is not a HOC issue. Please advise residents accordingly.	Closed



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Extra dinner plates for Christmas function.	Update please. GemLife have agreed to provide additional dinner plates to the Resort, as requested, to allow catering for 200 residents. 50 Plates will be delivered prior to the Xmas event on the 3 rd of December.	50 plates should be arriving Monday 1 st December. RM to advise HOC when they arrive.	Closed

New Agenda Items	HOC Comments	Resort Manager Comments	Follow up Comments
Maintenance Schedule for emergency equipment	Does the RM have a schedule of regular maintenance for emergency equipment such as first aid kits, fire extinguishers, defibrillators etc?	Yes, a maintenance schedule is in place and is monitored as per GemLife safety protocols.	Closed
General cleanliness of GemLife facilities	Does the RM have a schedule of regular maintenance that they follow and how is it monitored?	Yes, a maintenance schedule is in place, and the RM monitors the standard.	Closed

GENERAL BUSINESS			
Items for Discussion	HOC Comments	Resort Manager Comments	Follow up Comments
Water Billing and charges	Confusion over the billing process and the charges themselves. Discuss and try and sort a resolve.	RM acknowledges that there has been a delay in invoicing from Head Office. RM asked that all enquiries are addressed to RM regarding individual villa charges and concerns.	HOC to follow up as required if owner concerns need to be addressed further. Ongoing



Items for Discussion	HOC Comments	Resort Manager Comments	Follow up Comments
Roadside Assist for the Bus	Acknowledge receipt of advice. Advise residents accordingly.	Once the cover expires this will become a cost of the HOC. RM to advise HOC when cover has expired.	Closed

Meeting closed at 09.42am

Next meeting: 29th January 2026 at 9am.